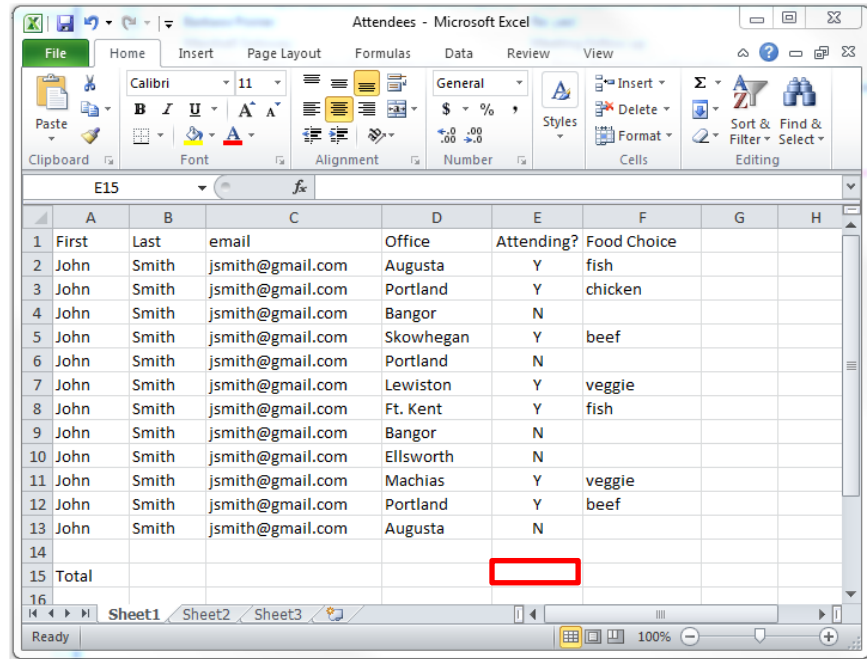
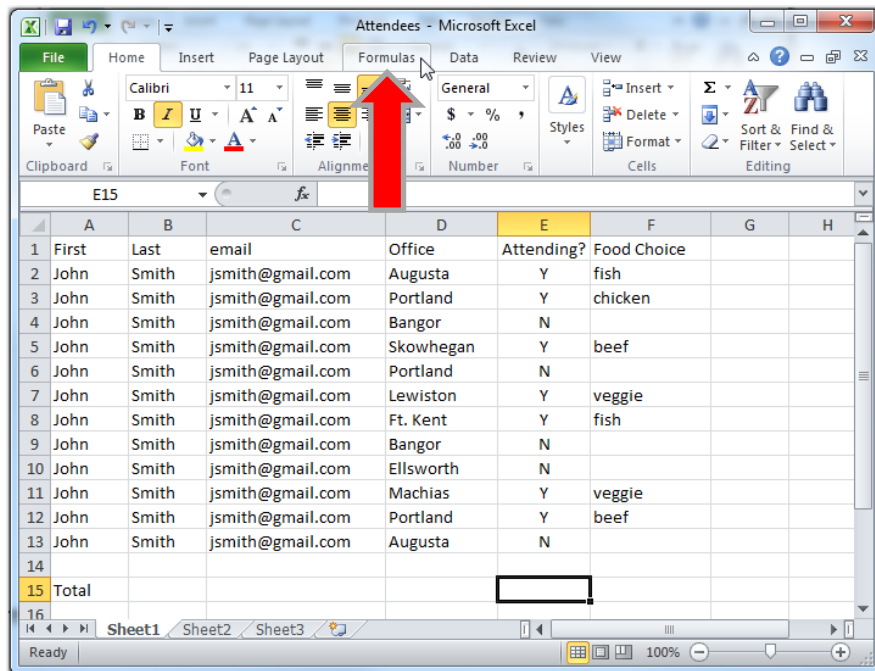


Working with Functions

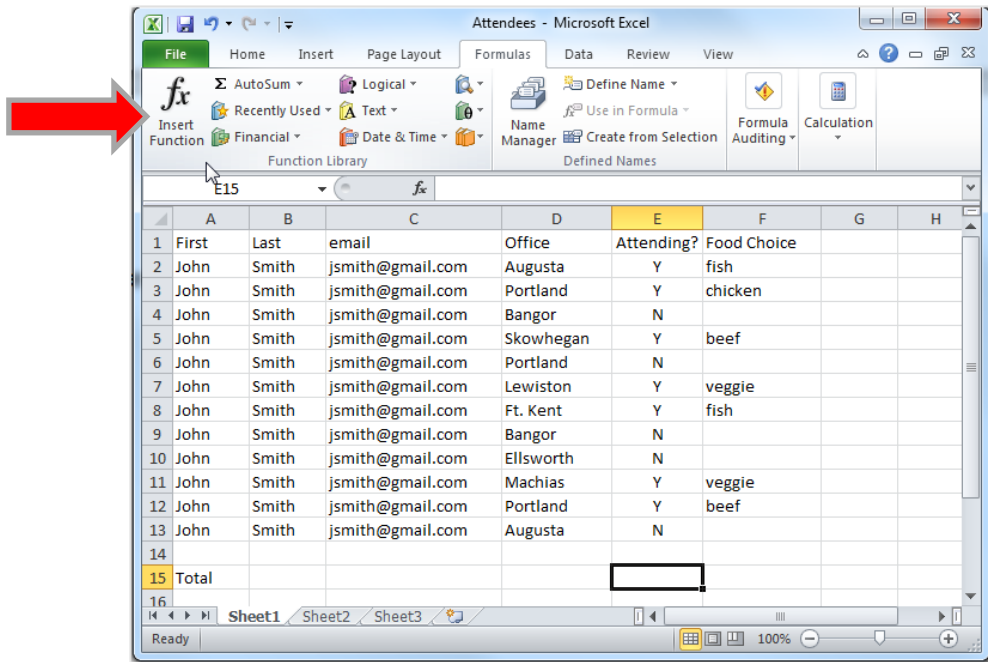
1. We want to find out how many people are attending a conference. We are going to use function **COUNTIF**. Place the cursor where you want the answer.



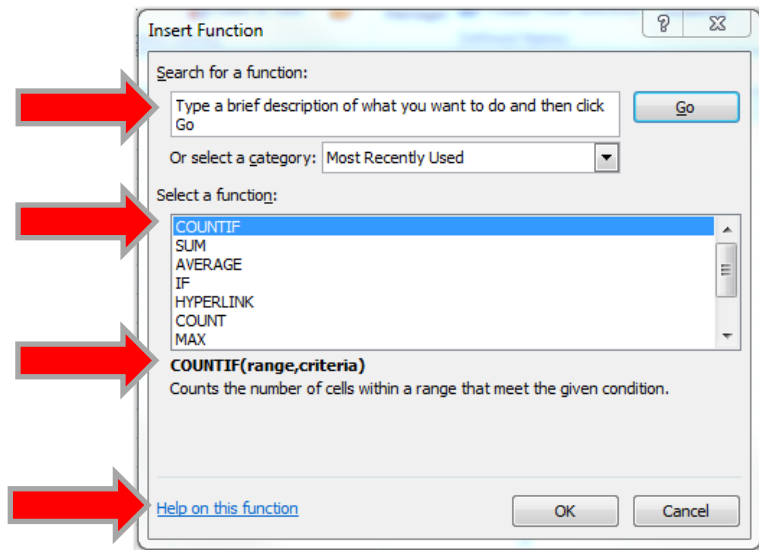
2. Click **Formulas**.




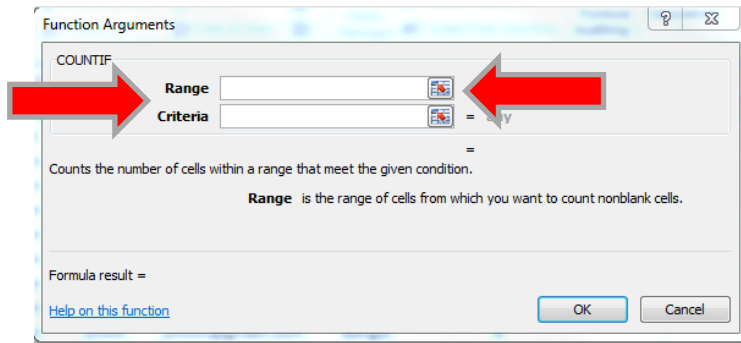
3. Click **Insert Function**.



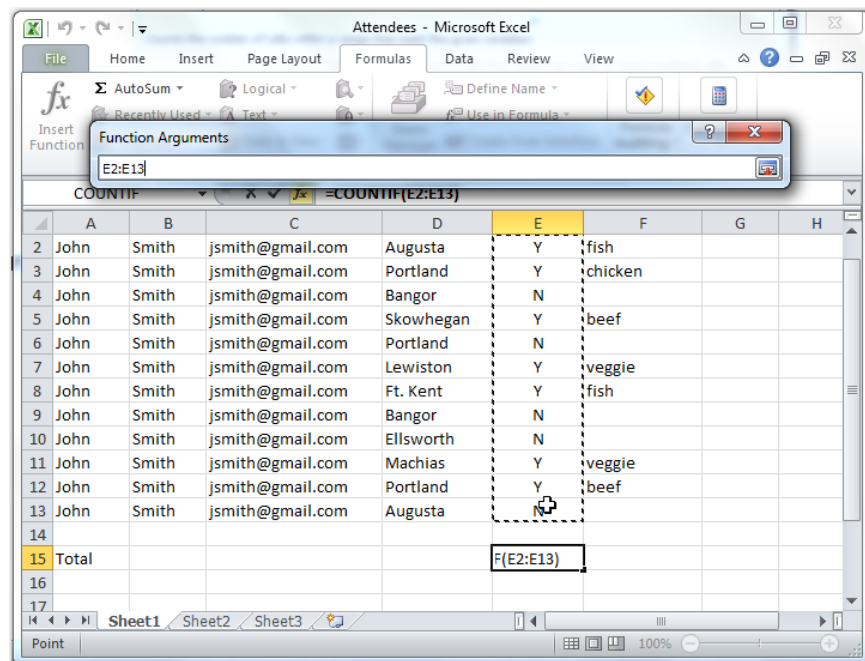
4. If you know the name of the function, type it in the **Search for a function:** text box and click **GO**. If you have already used this function, Excel remembers it. Excel tells you what the function does, and you can even get **Help on this function**. When you get the function you want, click **OK**.



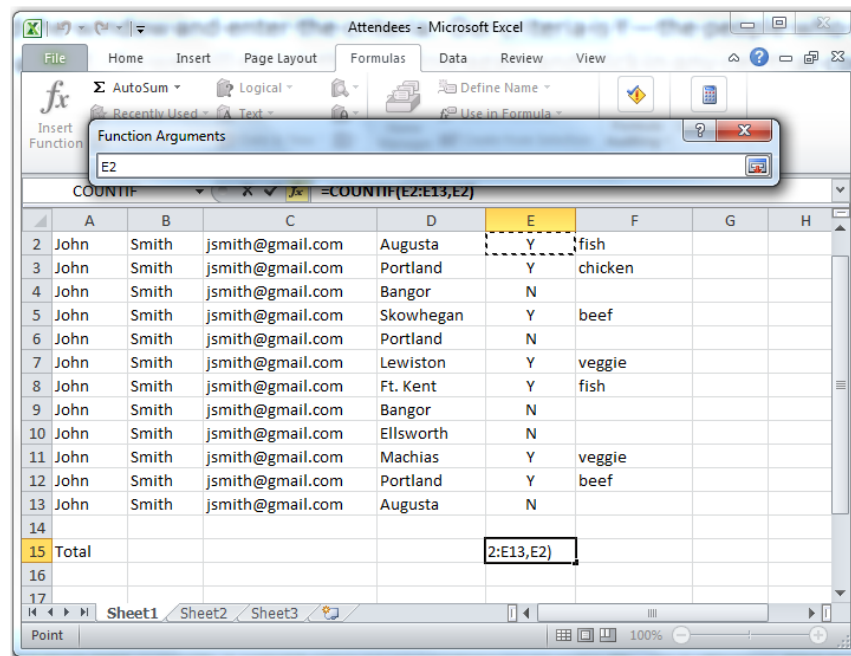
5. In the **Function Arguments** box, we identify the **Range** and **Criteria** of our data. We will also want to “shrink” the Function Arguments window so we can easier see the worksheet. Click the tiny red arrow to minimize the window. We will also want to “shrink” the Function Arguments window so we can easier see the worksheet. Click the tiny red arrow  to minimize the window.



6. Our range is E2:E13.



7. Expand the window and enter the criteria. Our criteria is Y – the people who said they would attend. So we will shrink the window again and click in any cell that contains Y.



8. Expand the window again. Check out the **Formula result** – Excel returned 7, and that makes sense!

